

CANDIDATES INFORMATION BOOKLET

PLEASE READ CAREFULLY

Revenue intend to hold a competition for the purpose of recommending persons for appointment to

Principal Officer, Large Corporates Division
Locations: Dublin, Cork, Galway and Limerick

Revenue is committed to a policy of equal opportunity.

This competition will be run in compliance with the codes of practice prepared by the Commissioners for Public Service Appointments (CPSA).

Codes of practice are published by the CPSA and are available on

www.cpsa.ie

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Principal Officer, Large Corporates Division, Dublin, Cork, Galway and Limerick 2018

1. Revenue

Revenue is the Irish Tax and Customs administration. Its mission is *“To serve the Community by fairly and efficiently collecting taxes and duties and implementing customs controls”*.

Revenue has just over 6,100 staff and deals with 3.5 million personal and business taxpayers. We collected €50.7 billion in taxes and duties for the Exchequer in 2017. Revenue is also responsible for trade facilitation and frontier control. It is a highly decentralised organisation with offices in all parts of the country.

2. Job Description

The Principal is a senior management grade. The Principal has a leadership role in managing for results and delivering to high standards in the areas of responsibility assigned to Revenue’s Large Corporates Division.

The Principal is responsible for all the tax and duty affairs of a discrete corporate business sector in Revenue’s Large Corporates Division. Where necessary, the Principal is expected to use his/her experience in the management of the complex business tax affairs of large corporate businesses, including complex tax planning, and to contribute to tax policy development in relation to Corporation Tax, Payroll Taxes, VAT, excise duties and various international tax issues (such as transfer pricing, Exchange of Information and BEPs related issues).

The role involves the operational leadership of a team of Revenue officers, most of whom will be tax specialists.

The Principal is required to undertake normal Principal level functions on a daily basis.

This is a key management position within Revenue’s Large Corporates Division and the Principal is expected to contribute to the overall management of the Large Corporates Division in conjunction with the Assistant Secretary and the rest of the Principal level management team.

3. Person Specification

3.1. The person selected for this Principal post will have a leadership role in managing for results and delivering to high standards. The Principal will lead a team, in the Large Corporates Division, an immediate vacancy is available in Galway and future posts may arise in Dublin, Cork and/or Limerick.

The Principal must have:

- Significant management experience in a major organisation, including project management, managing resources or commercial negotiations.
- A proven track record of delivery as a leader and manager, with knowledge of, and ability to deliver on, employee engagement and with substantial recent relevant experience at an appropriate senior level.
- A deep understanding of the Irish tax system, law and practice.
- Experience of developing business strategies.
- An understanding of accounting systems and practices.
- Excellent communication, networking and influencing skills, as required, to operate at a senior level.
- Ability to work under pressure and to tight deadlines.
- The ability to work on his/her own initiative and to provide leadership to his/her team.

- Specialist expertise in the area of taxation of large corporate businesses, or in devising, developing or implementing tax planning/tax mitigation strategies for large corporate businesses.
- An understanding of the practical implementation and application of tax law and practice, particularly, corporation tax, VAT, payroll taxes, and the taxation of capital gains.
- An awareness of how large corporate businesses operate and are structured from both a legal and commercial perspective and how their tax planning/tax mitigation strategies impact on tax risk.

3.2. He/she will have responsibility for a wide range of functions, including:

- Leading and managing a team of tax specialists.
- Managing the administration of the Revenue Branch under his/her leadership.
- The management of a significant case base consisting of large corporate groups in a particular industrial or economic sector and engaging on a regular basis, including face to face meetings, with taxpayers and tax advisors.
- Coaching, mentoring and transferring skills.
- Working closely with other senior Revenue managers in relation to taxation issues.
- Supporting voluntary compliance and tackling non-compliance.
- Devising, developing and implementing operational business plans in the areas of risk interventions for a range of tax heads, in particular, corporation tax, business tax incentives, VAT, payroll taxes, withholding taxes, capital taxes and excise duties.
- Providing technical leadership and guidance on the correct interpretation of tax law relating to the businesses in a Large Corporates Division Revenue Branch to both the Branch team and the businesses managed by the Branch and the agents that represent those businesses.
- Managing the operation of the Co-operative Compliance Framework in a Large Corporates Division Revenue Branch and ensuring it is applied in an effective and consistent manner in accordance with Revenue policy.

The successful applicant will be appointed as a Principal in Revenue and therefore should be able to demonstrate that they have, or can acquire quickly, the capacity to deal with all aspects of the work of Revenue at Principal level. In particular, applicants must demonstrate, by reference to specific achievements in their careers to date, that they possess or have the capacity to acquire those qualities, skills and knowledge required for the role of Principal as identified by the Public Appointments Service Principal competency framework.

A description of the competencies is set out in the **Appendix**.

4. Essential Entry Requirements

4.1. Candidates must have, on or before 3 January 2019 at least:

- A minimum of 5 years relevant experience in a large corporate business, a large professional firm or similar organisation in some or all of the following:
 - Business taxation.
 - Commercial business practice, including particular expertise in one or more business sectors.
 - Devising, developing or implementing tax planning/tax mitigation strategies.

A relevant third level qualification would be desirable.

4.2. There are some restrictions on eligibility and appointments. Please see paragraph 15.

5. Application Process

5.1. The application form must be completed and submitted correctly to the specified e-mail address. Incorrectly submitted application forms or incomplete application forms will not be accepted, so please note the following information carefully:

- The application form is an editable Word document. Upon completion, please save the document as **“Your name.doc”**. You will be required to attach it to an email for submission once completed.

5.2. Submitting the form:

- On completion, you are required to submit the application form by **email** with the title “PO LCD” - your name” to the following address revenue_open_recruitment2@revenue.ie. This e-mail address is for completed applications for specific competitions only. Any queries should be dealt with by phone at the number below.

5.3. Deadline for receipt of applications:

Closing Date and Time: Thursday 3rd January 2019, 1pm. Applications will not be accepted after this date and time.

If you have not received e-mail confirmation of receipt of your application by 10th January 2019, please contact Aileen Ennis at Tel: 01 8589221.

5.4. A Curriculum Vitae is not required and should not be submitted.

6. Selection Process

6.1. The methods to be used to form a panel from which candidates may be selected for posts will include some or all of the following elements:

- Short-listing of candidates on the basis of the information contained in his/her Application Form.
- Additional selection tools, e.g. cognitive tests, a preliminary interview.
- An interview based on the essential competencies and experience required for the post that may include a presentation (topic will be identified when candidates are scheduled for interview).

6.2. During any short-listing exercise that may be employed, a board will examine the Application Form and assess them against pre-determined criteria based on the requirements of the position. It is therefore in your own interests to provide a detailed and accurate account of your qualifications and experience on the Application Form.

6.3. A board or boards will be set up by Revenue to conduct any interviews. All interviews will take place in Dublin.

6.4. A panel will be formed in order of merit from which candidates may be called as critical posts arise. The panel created from this competition will expire two years after its’ establishment.

6.5. Revenue has an active mobility policy. Applicants should note that they may be assigned to other duties appropriate to the grade of Principal. Appointees with permanent tenure to Principal level or equivalent level posts in the Civil Service may also be required to move to a Principal level role or equivalent level post in another Government Department under mobility arrangements. However, a person will not normally be considered for mobility until after 5 years in the post.

6.6. Candidates should indicate on the application form if they require any additional requirements, if invited to attend for interview. If you would prefer to discuss your additional requirement/s with a member of our team, please telephone Aileen Ennis, tel 01 8589221.

7. Availability and Admission

7.1. During the selection process, the onus is on all applicants to make themselves available on the date(s) specified by Revenue and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the contact details specified on their application form. Revenue will not be responsible for refunding any expenses incurred by candidates. The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that Revenue is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

7.2. Prior to recommending any candidate for appointment from these panels, Revenue will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

8. Canvassing

8.1. Canvassing will disqualify and will result in exclusion from the process. Candidates must not:

- Knowingly or recklessly provide false information.
- Canvass any person with or without inducements.
- Personate a candidate at any stage of the process.
- Interfere with or compromise the process in any way.

8.2. Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine/or imprisonment. In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- Where he/she has not been appointed to a post, he/she will be disqualified as a candidate.
And
- Where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

9. Security Clearance

An applicant will be required to complete and return a Garda vetting form should they come under consideration for appointment. This form will be forwarded to An Garda Síochána for security checks on all addresses at which they resided.

10. Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required by Revenue, or who do not, when requested, furnish such evidence, as Revenue require in regard to any matter relevant to their candidature, will have no further claim to consideration.

11. Confidentiality

Protecting confidentiality is a priority. You can expect, and we guarantee, that all enquiries, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in the competition process. We will not contact referees, employers or previous employers without your consent and then only if you come under consideration for appointment.

12. Code of Practice

This competition is being organised in accordance with the Code of Practice titled *Appointment to Positions in the Civil Service and Public Service* published by the Commissioners for Public Service Appointments (CPSA). Revenue will consider any requests for review in accordance with the provisions of this code.

A copy of the Code may be accessed at www.cpsa.ie.

13. Quality Customer Service

We aim to provide an excellent quality service to all our customers. If, for whatever reason, you are unhappy with any aspect of the service you receive from us, we urge you to bring this to our attention.

Feedback will be provided to candidates on written request. Candidates may wish to familiarise themselves with the guidance on feedback provided in the CPSA's casebook on www.cpsa.ie. In its casebook the CPSA encourages candidates who are keen to learn from their participation in an appointment process to reflect on the manner in which they demonstrated the competencies. Following an interview, it can be helpful to note down the key questions asked as well as a brief summary of the responses provided.

14. Data Protection Acts 1988 & 2003

When your application form is received, Revenue creates a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the [Data Protection Acts, 1988 & 2003](#) and [Data Protection Act 2018](#). To make a request under the Data Protection Acts 1988, 2003 & 2018, please submit your request in writing to: **THE DATA PROTECTION UNIT, CORPORATE SERVICES DIVISION, DUBLIN CASTLE, DUBLIN 2**. Further information on Revenue's Data Protection is available at the following links [Revenue Data Protection](#) and [Candidate and Assignment Data Protection Statements](#).

Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

15. Eligibility to compete and certain restrictions on eligibility

Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA). The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreements may also apply. **To qualify candidates must be citizens of the EEA by the date of any job offer.**

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the Public Service by any Public Service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility)

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are not eligible to apply for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

Department of Health and Children Circular (7/2010)

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of
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the scheme will not be eligible for re-employment in the public health sector or in the wider Public Service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years. People who availed of the VRS scheme are not eligible to compete in this competition. People who availed of the VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

Department of Environment, Community & Local Government (Circular Letter LG(P) 06/2013)

The Department of Environment, Community & Local Government Circular Letter LG(P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the *Collective Agreement: Redundancy Payments to Public Servants* dated 28 June 2012 as detailed above, it is a specific condition of that VRS Scheme that persons will not be eligible for re-employment in any Public Service body [as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. These conditions also apply in the case of engagement/employment on a contract for service basis (either as a contractor or as an employee of a contractor).

Declaration

Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

Maximum Recruitment Age

Candidates should be aware that a maximum recruitment age will apply to this competition. Candidates must not yet be 67 years of age on the closing date and time for the competition

16. Terms and Conditions of Service

16.1 General:

The appointment is subject to the Civil Service Regulation Acts 1956 to 2005, the Public Service Management (Recruitment and Appointments) Act 2004, and any other Act for the time being in force relating to the Civil Service.

16.2 Salary: Personal Pension Contribution (PPC Rate)

The salary for the position of Principal in Revenue with effect from 1st October 2018 is as follows:

€85,823 €89,356 €92,862 €96,395 €99,375 €102,465(LSI1) €105,552(LSI2)

Long Service Increments may be payable after 3 years (LSI1) and 6 years (LSI2) satisfactory service at the maximum of the scale.

This rate will apply to new entrants who are members of the Single Scheme and will also apply where the appointee is a civil or public servant appointed on or after 6th April 1995 and is making a personal pension contribution.

A different rate may apply where the appointee is an existing civil or public servant appointed on or before 6 April 1995 and is not required to make a personal pension contribution.

16.3 Important Note

Entry will be at the minimum of the scale and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy. Subject to satisfactory performance increments may be payable in line with current Government Policy.

Different terms and conditions may apply if, immediately prior to appointment, the appointee is a serving civil or public servant.

You will agree that any overpayment of salary, allowances, or expenses will be repaid by you in accordance with Circular 07/2018: Recovery of Salary, Allowances, and Expenses Overpayments made to Staff Members/Former Staff Members/Pensioners.

16.4 Tenure

The appointment is to an established position as Principal in the Civil Service on a probationary contract for a period of one year. During the period of your probationary contract, your performance will be subject to review by your supervisor(s) to determine whether you:

- (i) Have performed in a satisfactory manner.
- (ii) Have been satisfactory in general conduct and
- (iii) Are suitable from the point of view of health with particular regard to sick leave.

Prior to completion of the probationary contract a decision will be made as to whether or not you will be retained pursuant to *Section 5A(2) Civil Service Regulation Acts 1956-2005*. This decision will be based on your performance assessed against the criteria set out in (i) to (ii) above. The detail of the probationary process will be explained to you by your employing Department and you will be given a copy of the Department of Finance guidelines on probation.

16.5 Superannuation and Retirement

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are at www.singlepensionscheme.gov.ie

Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.

- Key provisions attaching to membership of the Single Scheme are as follows:
- Pensionable Age: The minimum age at which pension is payable is 66 (rising to 67 in 2021 and 68 in 2028 in line with changes in State Pension age).
- Retirement Age: Scheme members must retire on reaching the age of 70.
- Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to CPI).
- Post retirement pension increases are linked to CPI

Pension Abatement

- If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension **will be subject to abatement** in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. **Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.**
- However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement

(ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.

- **Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007**

The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).

- **Ill-Health-Retirement**

Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

16.6 Pension Accrual

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme (i.e. non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

16.7 Pension-Related Deduction

This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measures in the Public Interest Act, 2009. Please note that from 1 January 2019 PRD will be replaced by an Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017.

For further information in relation to the Single Public Service Pension Scheme please see the following website: www.singlepensionscheme.gov.ie

16.8 Official Secrecy and Integrity

An officer will be subject to the [Provisions of the Official Secrets Act, 1963](#), as amended by the [Freedom of Information Act 2014](#).

The officer will agree not to disclose to third parties any confidential information either during or subsequent to the period of employment.

16.9 Codes of Ethics, Standards and Behaviour:

The officer will be subject to the Revenue Code of Ethics (a copy of which will be made available on assignment) and the [Civil Service Codes of Standards and Behaviour](#).

The [Ethics in Public Office Acts 1995](#) will apply, where appropriate, to this employment.

16.10 Organisation of Working Time Act 1997:

The terms of the [Organisation of Working Time Act, 1997](#) will apply, where appropriate, to your employment. Flexible Working Hours will be available.

16.11 Hours of attendance:

Hours of attendance will be fixed from time to time but will amount to not less than 43 hours and 15 minutes gross or 37 hours net per week.

16.12 Annual Leave:

The annual leave allowance will be 30 working days a year. This allowance is subject to the usual conditions regarding the granting of annual leave and is on the basis of a five-day week and is exclusive of the usual public holidays.

16.13 Sick Leave:

Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the provisions of the sick leave circulars.

The appointee may be required to sign a mandate authorising the Department of Employment Affairs and Social Protection to pay any benefits due under the Social Welfare Acts direct to the Revenue Commissioners and payment during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Employment Affairs and Social Protection within the required time limits.

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment.

Appendix: Principal Competency Framework**Leadership & Strategic Direction**

- Leads the team, setting high standards, tackling any performance problems & facilitating high performance
- Facilitates an open exchange of ideas and fosters an atmosphere of open communication
- Contributes to the shaping of Departmental/Government strategy and policy
- Develops capability and capacity across the team through effective delegation
- Develops a culture of learning & development, offering coaching and constructive/supportive feedback
- Leads on preparing for and implementing significant change and reform
- Anticipates and responds quickly to developments in the sector/broader environment
- Actively collaborates with other Departments, Organisations and Agencies

Judgement & Decision Making

- Identifies and focuses on core issues when dealing with complex information/situations
- Assembles facts, manipulates verbal and numerical information and thinks through issues logically
- Sees the relationships between issues and quickly grasps the high level and socio-political implications
- Identifies coherent solutions to complex issues
- Takes action, making decisions in a timely manner and having the courage to see them through
- Makes sound and well informed decisions, understanding their impact and implications
- Strives to effectively balance the sectoral issues, political elements and the citizen impact in all decisions

Management & Delivery of Results

- Initiates and takes personal responsibility for delivering results/services in own area
- Balances strategy and operational detail to meet business needs
- Manages multiple agendas and tasks and reallocates resources to manage changes in focus
- Makes optimum use of resources and implements performance measures to deliver on objectives
- Ensures the optimal use of ICT and new delivery models
- Critically reviews projects and activities to ensure their effectiveness and that they meet Organisational requirements
- Instils the importance of efficiencies, value for money and meeting corporate governance requirements
- Ensures team are focused and act on Business plan priorities, even when faced with pressure

Building Relationships & Communication

- Speaks and writes in a clear, articulate and impactful manner
- Manages and resolves conflicts / disagreements in a positive & constructive manner
- Actively listens, seeking to understand the perspective and position of others
- Works effectively within the political process, recognising and managing the tensions arising from different stakeholders perspectives
- Persuades others, builds consensus, gains co-operation from others to obtain information and accomplish goals
- Proactively engages with colleagues at all levels of the organisation and across other Departments/Organisations and builds strong professional networks
- Makes opinions known when s/he feels it is right to do so

Drive and Commitment to Public Service Values

- Consistently strives to perform at a high level
- Demonstrates personal commitment to the role, maintaining determination and persistence while maintaining a sense of balance and perspective in relation to work issues
- Contributes positively to the corporate agenda
- Is personally trustworthy, honest and respectful, delivering on promises and commitments
- Ensures the citizen is at the heart of all services provided
- Is resilient, maintaining composure even in adverse or challenging situations
- Promotes a culture that fosters the highest standards of ethics and integrity

Specialist Knowledge, Expertise and Self Development

- Develops and maintains skills and expertise across a number of areas that are relevant to his/her field and recognised by people internal and external to the Department/Organisation.
- Keeps up to date with key departmental, sectoral, national and international policies and economic, political and social trends that affect the role
- Maintains a strong focus on self-development, seeking feedback and opportunities for growth